

Job Description

Job title: School Office Lead

Reports to: Headteacher

Responsible for: Overseeing all administrative operations within the school, ensuring efficient and effective management of office tasks, coordination of school activities, and providing support to staff and students.

Scale: Greenwich: SO2

Contract: Full time, permanent, at least 42 weeks per year

Overall Job purpose:

To positively and actively contribute to whole school ethos that is welcoming, friendly and inclusive through effective co-ordination of the administrative, financial and human resource provisions within the school. To facilitate a welcoming school environment, liaising with parents, carers and members of the community. To collaborate with the Office Lead for Willow Dene School and enhance special school skills through guided mentoring and support.

Principal Duties and Responsibilities

HR and Personnel Administration Duties

- Assist the Trust's Human Resources Director to ensure the efficient and consistent administration of personnel records, including maintaining individual staff files, checking validity of information, issuing contracts and relevant paperwork for joiners and leavers, DBS returns, payroll returns, maternity leave, holiday arrangements, leave and other claims
 - Provide initial advice and deal with queries on pay and related matters
 - To be responsible for school-based personnel administration including preparing timesheets, monitoring and maintaining records of all staff absence including undertaking return to work meetings, and Stage 1 sickness reviews
 - Provide link leadership for Administration team
 - Provide training for selected staff and administer the school's full staff training record
 - Participate in appraisal and performance management
 - To administer the school recruitment process in accordance with the Trust's recruitment policy. This includes completing an annual review of the school's safeguarding policy and ensuring the single central register is kept up to date
 - To complete accident reporting systems according to Trust policy
-

- To assist the Premises Manager to oversee Health and Safety with regard to statutory obligations for the site ensuring compliance with all regulations and codes of practice in the provision of a safe and healthy working environment
- To be responsible for the school workforce census return.

Annual Review Duties

- To provide comprehensive administrative support to the Headteacher by maintaining accurate and efficient systems for the Annual Review process, ensuring compliance with statutory and local procedures. Responsibilities include coordinating and scheduling annual reviews of EHC Plans, notifying parents and agencies, preparing and distributing reports, and managing all related documentation.
- To act as the first point of contact for EHCP queries and delivering empathetic customer service.
- To liaise with staff and agencies to arrange meetings, track follow-up recommendations, and maintain both manual and computerised records to ensure timely and effective reviews.

Administrative Duties

- To provide Executive Head teacher and Head of School with confidential administrative support
 - To ensure the smooth running of the school office, including the reception/welcome area
 - To provide efficient and effective systems of communication between the school, parents and carers
 - To create and sustain a welcoming, responsive, and efficient office and reception service for the school
 - To oversee all aspects of school visits in consultation with class teachers, including booking visits and transport, writing to parents and ensuring they receive information in a timely fashion, receiving money, coordinating applications for school journey grants, ensuring risk assessments are completed and packed lunches arranged as required
 - To oversee the processing of casual admissions and communicating with pastoral lead
 - To oversee the process of all aspects of attendance including external reports including Census and Attendance returns to the DfE and School roll and headcount returns to the LA
 - Communicate with the pastoral lead on all attendance related matters
 - Word process letters, reports, newsletters, memoranda and other documents
 - Maintain efficient and fit for purpose filing systems
-

Financial Duties

- Assist the Headteacher and Finance Officer to develop, implement and maintain effective extra-curricular schemes such as after school clubs or music lessons
- Assist the Finance Officer to be accountable for cash in the school ensuring that the day to day routines of security, distribution, collection and banking of cash are maintained safely and efficiently.
- Assist the Finance Officer to maintain effective systems to support educational visits, school journeys, music lessons and clubs

General Duties

- Oversee and line manage an effective administration team as the school grows
 - Oversee the development and maintenance of school basic stock, including that for use in the office, school uniform and in classrooms
 - Oversee the development and maintenance of efficient pupil record keeping systems
 - Provide administrative support for the senior leadership team, governors and where relevant, teachers
 - Provide the key point of contact with other external users of the premises
 - Manage the internal communication systems within the school including the school diary
 - Manage the communication systems with parents and governors
 - To service the Local School Committee, preparing reports for governors' meetings, , organising elections of parent governors and Trust parent forum members. To work with the Office Lead at Willow Dene School, with the Local School Committee which is shared between the special schools
 - To maintain GIAS and the governance section of the school website. To administer the induction and training of new governors in association with the link training and development governor
 - To maintain the record of school-level policies ensuring reviews are undertaken in accordance with the schedule and ready for LSC approval as required
 - Administer school information systems
 - Assist the Trust Lead for IT Infrastructure and Digital Communications ensuring data is always accurate and relevant.
 - To act as the school's Local Data Officer – liaising with the Trust's Data Protection Officer, ensuring that all data is stored and processed in line with the Trust's data protection policy and the data protection principals.
 - To be responsible for the delivery of information within the school, Trust and to the Local Authority
-

- Develop effective use of Trust management information systems in line with Trust policies, model financial guidelines and other relevant statutory regulations
- Undertake regular updates/upgrades for the management information systems
- Keep awareness of development needs of MIS and curriculum network to support teaching and learning and school development plan aims
- To work in conjunction with the assessment leader and Inclusion Leader to ensure accurate input and analysis of pupil progress data
- Develop and maintain effective administration systems that support all areas of the school
- Oversee performance appraisal for the administration team
- Provide general advice and guidance to staff, pupils, parents and local governors on administrative matters
- To have due regard to the provisions of Health and Safety at work legislation
- To have due regard to the Trust's Equal Opportunities Policy
- To be aware of the confidential issues regarding this post including adhering to GDPR requirements
- Communicate effectively with the Trust Business Team
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust

To undertake any other duties that are within the grade and scope of the post, as determined by the Headteacher.

Developing self and working with others

- Promote and maintain a culture of high expectations for self and others
- Regularly review own practice, set personal targets and take responsibility for own development, seeking advice and support from relevant colleagues

Scope:

The post-holder will be based at one of the Partnership Schools and will be expected to work across the Partnership, travelling from time to time to school sites. This job description needs to be considered in the context of a developing and evolving situation and, therefore, responsibilities described here may be adapted to meet changing needs.

Safeguarding:

The Compass Partnership of Schools is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to full safeguarding checks and an enhanced Disclosure and Barring Service (DBS) check.



Equal Opportunities:

The Compass Partnership of Schools is an equal opportunity employer. We welcome applications from all suitable candidates, regardless of race, gender, sexual orientation, disability, age or other protected characteristics.

Person Specification

Criteria	Essential	Desirable	How tested
Qualification	Minimum of Level 2 qualification in English and Mathematics	First aid at work certificate	Application Interview
Experience	Secretarial / administrative work in a school Use of Microsoft Office and Office 365 Relevant statutory policies, codes of practice and assessment and reporting procedures	Managing admissions and transitions School data and information system such as iTrent / Brom Com	Application Interview
Knowledge and Skills	Able to build and maintain excellent relationships Excellent verbal and written communication skills Able to work as part of the wider team and work on own initiative Able to work under pressure, plan ahead and prioritise workload Excellent keyboard skills with meticulous attention to detail Accurate and efficient record keeping and filing		Application Interview

THE
C  **MPASS**
 PARTNERSHIP OF SCHOOLS

	<p>Excellent communication skills at all levels, both in school and within the wider school community</p> <p>Professional at all times, demonstrating and modelling school values</p>		
Personal attributes	<p>Punctual, dependable and trustworthy</p> <p>Proactive and solution seeking</p> <p>Discreet, tactful and able to maintain confidentiality</p> <p>Patient, courteous and positive</p> <p>Welcoming and cheerful – the 'face' of the school</p>		Interview
